

# Washoe Local Emergency Planning Committee

## *General Membership Meeting*

### MINUTES

Thursday ~ June 21, 2012 ~ 9:00 a.m.

REGIONAL EMERGENCY OPERATIONS CENTER

5195 SPECTRUM BOULEVARD, RENO, NEVADA

#### 1. CALL TO ORDER AND ROLL CALL - (Non-action item)

Chair Magenheimer called the meeting to order at 9:04 a.m. A quorum was established.

**MEMBERS PRESENT:** Scott Alquist – Truckee Meadows Community College; Brian Allen – Sparks Police Department; Debra Barone – Saint Mary’s Regional Medical Center; Julie Bender – Regional Public Safety Training Center; Jim Caughron – Washoe County Risk Management; Dave Hunkup – Reno Sparks Indian Colony; Mark Katre – Reno Police Department; Rob Kelly – Washoe County Department of Water Resources; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Joe Nishikida – Reno Fire Department; Don Pelt – Pyramid Lake Paiute Tribe; Ron Percivalle – KTVN Channel 2; Phil Povey – Truckee Meadows Community College; Sandy Munns - Reno Fire Department; Keith Sheridan – Ormat Technologies; Dee Stueve – Associated General Contractors; Eileen Stickney – Washoe County Health District; and Woody Wright – University of Nevada, Reno. Debbie Penrod – University of Nevada, Reno, joined the meeting at 9:16 a.m. Jeff Whitesides – Washoe County Health District, joined the meeting at 9:30 a.m.

**MEMBERS ABSENT:** Kariann Beechler – Reno Emergency Communications; Gary Beekman – Washoe County Communications and Security; Marshall Emerson – Washoe County Sheriff’s Office; Richard Gammick – Washoe County District Attorney; Jim Gubbels – Regional Emergency Medical Services Authority; Jeff Kinder – Nevada Division of Environmental Protection; Tanya Milelli – American Red Cross; Tracy Moore – Washoe County School District; Jim Reagan – NV Energy; Rob Reeder – Regional Transportation Commission; and Jim Wilson – Reno Sparks Convention and Visitors Authority.

**ALTERNATES PRESENT:** Stacey Akurosawa – Washoe County Health District Diane Drinkwater – Washoe County District Attorney’s Office; Skip Eller – Reno Sparks Convention and Visitors Authority; Beth Langan – Regional Public Safety Training Center; Chris Long – Washoe County Communications and Security; Mitch Nowicki – Regional Emergency Medical Services Authority; and Tim O’Conner – Washoe County Sheriff’s Office. Eric Millette – Sparks Fire Department, joined the meeting at 9:15 a.m.

**ALTERNATES ABSENT:** Ed Atwell – University of Nevada, Reno; Darin Balaam – Washoe County Sheriff’s Office; Bev Buchanan – Reno Emergency Communications; Steve Burlie – Regional Transportation Commission; Ella Carthen – Reno Emergency Communications. Dawn Clevenger – Ormat Technologies; Christina Conti – Washoe County Health District;

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Karli Epstein – American Red Cross; Dave Evans – Nevada Division of Environmental Protection; Tom Garrison – Sparks Fire Department; John Gilmore – Ormat Technologies; Michelle Gitmed – Reno Police Department; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Nida Harjo – Reno Sparks Indian Colony; John Helzer – Washoe County District Attorney’s Office; Bruce Hicks – North Lake Fire Protection District; Steve Keefer – Sparks Police Department; Mike Krysztof – Truckee Meadows Fire Protection District; Tammy Lopes – Reno Fire Department; John Madole – Associated General Contractors; Tom Martin – American Red Cross; Robert McLaughlin – Veterans Administration Hospital; Jon McRae – Nevada Division of Environmental Protection; Matt Marquez; Greg Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Michael Munda – Renown; Brad Norman – Truckee Meadows Community College; John Potter – KTVN Channel 2; Jerry Preston – Washoe County Department of Water Resources; Tim O’Brien – Reno Fire Department; Josh Reynolds – Truckee Meadows Community College; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; John Slaughter – Washoe County Management Services; and Brian Taylor – Regional Medical Services Authority.

Leslie Admirand – Deputy District Attorney, was also present.

- 2. APPROVAL OF MINUTES** – *April 3, 2012, Grants and Finance Subcommittee meeting minutes and April 19, 2012, General Membership meeting minutes (For possible action)*

***It was moved by Jim Caughron, seconded by Sandy Munns, to approve the April 3, 2012, Grants and Finance Subcommittee minutes, as submitted. MOTION CARRIED.***

***It was moved by Jim Caughron, seconded by Chet Malewski, to approve the April 19, 2012, General Membership minutes, as submitted. MOTION CARRIED***

- 3. PUBLIC COMMENTS** (Non-action item)

Jim Caughron expressed his appreciation to everyone for working with him over the past eleven (11) years. As of July 2, 2012, at 5:00 p.m. Mr. Caughron will retire.

Chet Malewski introduced Ron Penrose who will be attending meetings also and will be working on Emergency Response plans.

- 4. TREASURER’S REPORT** (For possible action) – *A review, discussion and possible action to accept Revenue and Payables reports.*

Cathy Ludwig - Grants Coordinator, provided an overview of the 2012 SERC (State Emergency Response Commission) UWS (United We Stand) grant noting that all but \$157.99 of the grant had been expended. The SERC Planning and Training grant has expended all but \$1,457.41 and both grants end June 30, 2012. Ms. Ludwig then noted that the 2013 grant UWS grant had not yet been funded and noted that the award should be finalized by the August 2012 meeting. Ms. Ludwig explained that nearly the entire \$620,000.00 of the FFY 2010 Homeland Security, COOP (Continuity of Operations) grant has

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been expended. The FFY 2011 Homeland Security, REOC (Regional Emergency Operations Center) upgrades to computers, security and projectors is moving along with \$188,000.00 being encumbered for other upgrades.

Ms. Ludwig noted an error in the 2013 UWS grant application that erroneously listed REMSA (Regional Emergency Medical Services Authority) seeking five (5) Honeywell Gas Detectors rather than the one (1) unit approved and had resulted in a loss of \$4,410.00. Ms. Ludwig apologized for the oversight.

Aaron Abbot – REMSA stated that he appreciated Ms. Ludwig taking responsibility for the error and pointed out that he had transposed and submitted wrong information on the application.

***It was moved by Eileen Stickney, seconded by Mitch Nowicki, to accept the Treasurer's Report, as presented. MOTION CARRIED.***

- 5. GRANT OPPORTUNITIES** (For possible action) – *Information and discussion of upcoming and /or existing LEPC (Local Emergency Planning Committee) grants.*

There were no grant opportunities to discuss.

- 6. GRANT APPROVAL** (For possible action) – *Approval of a 2012 State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP), Mid-Cycle grant to fund registration expense to the Fire Shows Reno conference October 23-25, 2012.*

Cathy Ludwig - Grants Coordinator, outlined the 2012 HMEP (Hazardous Materials Emergency Preparedness) grant request for \$10,340.00 for the Reno Fire Shows.

***It was moved by Jim Caughron, seconded by Teresa Long, to approve the 2012 SERC (State Emergency Response Commission) Hazardous Materials Emergency Planning HMEP grant to fund registration expenses for the October 23-25, 2012, Reno Fire Shows in the amount of \$10,340.00. MOTION CARRIED.***

- 7. NEW LEPC (Local Emergency Planning Committee) OFFICER POSITIONS** (Non-action item) – *Information and discussion on upcoming 2012-2013 LEPC Officer Positions.*

Chair Magenheimer noted that LEPC Officer nominations are open and voting would take place at the August meeting for the positions of Chair, Vice-Chair and At-Large positions. Chair Magenheimer noted that the Vice-chair position is a two (2) year commitment with the second year as Chair.

Eric Millette – Sparks Fire Department joined the meeting at 9:15 a.m.

Chair Magenheimer noted that nominations should be submitted to Cathy Ludwig by email [cludwig@washoecounty.us](mailto:cludwig@washoecounty.us), for terms that begin with the October 2012 meeting.

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### **8. LEPC (Local Emergency Planning Committee) REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN** (For Possible Action) – *A review, discussion and possible action of update to the LEPC (Local Emergency Planning Committee) Hazmat Plan*

Aaron Kenneston – Washoe County Emergency Manager, explained the annual SERC (State Emergency Response Commission) requirement to update the regions Hazmat Plan and while the process is rather simple, there is sometimes a tendency to overlook certain areas that need periodic review. Mr. Kenneston asked that subject matter experts volunteer to assist in the review of the plan to assure compliance.

Debbie Penrod – University of Nevada, Reno, joined the meeting at 9:16 a.m.

Mr. Kenneston asked whether Joe Nishikida would assist in the functional and accuracy review of the document as he has assisted in the past and noted that expertise in fire, law enforcement and other emergency management areas are also needed to assist in the review.

### **9. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS** (Non-action item) – *A briefing of regional meetings, events, trainings and exercises.*

Aaron Kenneston – Washoe County Emergency Manager, outlined upcoming events: June 21, 2012 – Donations Management Drill; June 21, 2012 – Cal/NV Utility Exercise (Kings Beach CA); July 9-13, 2012 - Cyber Security Training Class; July 12, 2012 - Using the Planning “P” to prepare an IAP drill; August 7, 2012 – Kiley Ranch HazMat drill with National Guard; August 15, 2012 - TEPW (Training, Exercise, & Planning Workshop) annual workshop for 2013; August 16, 2012 – Post Office biological exercise; August 20, 2012 – Martis Dam Exercise; October TBA – Damage Assessment Exercise; November TBA – Sparks annual exercise; and 2013 TBA – Region-wide Earthquake Exercise.

### **10. UPDATE FROM THE RADIOLOGICAL TASK FORCE** (Non-action item) – *A briefing on current radiological issues within the region.*

Scott Alquist - TMCC (Truckee Meadows Community College Safety Center), noted that Washoe County has acquired 70 Micro-Star personal dosimeters and portable lightweight reader that should be delivered in the next few weeks. Mr. Alquist would like to meet with TRIAD representatives to determine the best warehousing location. Mr. Alquist noted that the storage criteria at the Nevada test site is still under discussion to increase their storage capacity to include more low-level and to add mixed low level nuclear waste which is has the potential to bring more spent radioactive materials through the Truckee Meadows for storage in Southern Nevada.

### **11. UPDATE OF CITIZEN CORPS** (Non-action item) – *A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT).*

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Derek Russell - WCSO introduced Betsy Hambleton formerly of Washoe County Health District as the new CERT Program Coordinator. The most recent CERT (Community Emergency Response Team) academy had fifteen (15) graduates. Another academy is slated for either late August or early September 2012.

- 12. INFORMATION ON NEW REOC (Regional Emergency Operations Center) BADGE SYSTEM** (Non-action item) – *Information on new REOC (Regional Emergency Operations Center) Badge System. Pictures for new badge will be taken after LEPC (Local Emergency Planning Committee) meeting.*

Aaron Kenneston – Washoe County Emergency Manager, drew attention to the application forms for the new security badges for the REOC (Regional Emergency Operations Center) being implemented. It is expected that the new cards will be deployed in about two (2) weeks rendering current security badges inoperative. Mr. Kenneston urged those present to encourage others to apply for and secure their new cards as soon as possible. It is Mr. Kenneston's understanding, while most Washoe County cards will continue to have access, other member agencies will not and that their current identification cards are not compatible with the new security system.

Jeff Whitesides – Washoe County Health District, joined the meeting at 9:30 a.m.

- 13. STRATEGIC NATIONAL STOCKPILE PLANNING ELEMENTS** (For Possible Action) *An overview of the Washoe County Health District Strategic National Stockpile (SNS) Plan, with a request for LEPC (Local Emergency Planning Committee) input and suggestions to improve the process; includes PowerPoint presentation.*

Jeff Whitesides - Public Health Preparedness Program, narrated a PowerPoint® presentation (copy on file). Mr. Whitesides noted that the changes to the SNS (Strategic National Stockpile) plan are done annually. Mr. Whitesides explained that the base for the plan was the spread of anthrax, which if detected before symptoms occur, can be successfully treated. Mr. Whitesides recalled the distribution of vaccine during the H1N1 outbreak in 2010 and pointed out that similar dispensing criteria would be used. Mr. Whitesides outlined the distribution that vaccinates first responders and medical staff first under nearly all scenarios. Mr. Whiteside then outlined the process used to seek disbarment of asset to deal with a biological incident, which when approved, come to the state within 12-hours of the request through the governor's office and is then dispensed statewide. Mr. Whitesides detailed the use of drive-through facilities that may dispense medication as a nasal spray depending on the chemical or biological agent, injections or pills.

- 14. LEPC (Local Emergency Planning Committee) OFFICER, ALTERNATE AND/OR MEMBER ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** (Non-action item) - *No discussion among committee members will take place on this item. The next General Membership meeting is scheduled for 9:00 a.m. August 16, 2012.*

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Aaron Kenneston – Washoe County Emergency Manager, noted that the Media Room had been set-up for photographs for individuals seeking the new security card.

## **15. PUBLIC COMMENT** (Non-action item)

There were no public comments

## **16. ADJOURNMENT** (Non-action item)

Chair Magenheimer adjourned the meeting at 9:48 a.m.